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## 2002 Schedule of Board Meetings

January 17-18  
Quarterly Meeting

February 21-22  
Hearings/Conferences

March 21-22  
Hearings/Conferences

April 25-26  
Quarterly Meeting

May 16-17  
Hearings/Conferences

July 18-19  
Quarterly Meeting

August 15-16  
Hearings/Conferences

September 19-20  
Retreat and Quarterly Meeting

November 21-22  
Hearings/Conferences

Unless otherwise indicated, all meetings are held in Nashville, Tennessee, in the Davy Crockett Tower, 500 James Robertson Parkway. Please contact the Board office at 615-741-3221 or at 800-256-5758 to verify times and room locations, as the meeting schedule is subject to change.

## What is Expected of a Design Professional?

by **Ed Johnson, AIA,**  
**Architect Board Member**

I am writing this as I listen to a formal hearing involving an architect and an interior designer. I was just a spectator at this hearing where I had reviewed the file and, therefore, was ineligible to be a participant.

As an architect, I have high expectations of design professionals. In this instance, I was embarrassed by the performance of the architect and became frustrated with the apparent lack of professionalism by the architect and a lack of understanding on the part of the design professional and his responsibility to protect the public health, safety, and welfare.

In this instance:

- The owner hired a person who was an interior designer to help develop a 50,000 square foot self-storage complex.
- The interior designer executed a standard AIA Owner/Architect agreement with the owner to provide architectural services. He was not an architect.
- He retained an architect to serve as the architect of record. This architect prepared a schematic design and then apparently reviewed the design document drafted by the interior designer and ultimately sealed these documents.

The architect advised that he based the drawings on a similar project prepared by

another design professional for another owner and the drawings were intended for pricing and submittal to the city authorities for zoning approval but were not stamped "Not for Construction" and could have been used for permitting.

The interior designer drafted the documents after the architect prepared the schematic on "trash." They met four or five times for the architect's review and comment. Ultimately, the architect sealed and dated the drawings.

There was testimony that notes were added by others regarding turning radiuses required by the local fire marshal which were unworkable. The architect could not support these discrepancies. Also, these notes were not added by the architect himself as required by the rules and regulations. The architect sealed drawings showing electrical, mechanical, plumbing, and structural supposedly for pricing purposes. He thought these would ultimately be "engineered" by others, and yet he still sealed these documents, which created the perception of having a design professional.

The architect stated that he used various documents from the prior project, standard documents from metal building manufacturers, and information from the owner as the basis for the design. The documents consisted of 21 sheets and no specifications, yet the fee was very minimal.

## Vance Travis Appointed to Chair Professional Development Program Committee

Board member Vance Travis, AIA, has been appointed Chair of the Professional Development Program (PDP) Committee by Bill Blevins, President of the National Council of Architectural Registration Boards (NCARB). The PDP Committee is charged with the development of monographs to be used for continuing education. The committee where Mr. Travis has served for the past two years published two new monographs, which are titled “Why Buildings Fail” and “Sustainable Design.” The following is a listing of other available monographs: Professional Conduct, Low Slope Roofing I, Seismic Mitigation, Subsurface Conditions, Fire Safety in Buildings, and Wind Forces.

The cost of monographs is \$125 for NCARB members and \$195 for non-members. You will

receive at least 10 hours of credit for successful completion of each monograph. Indoor Environment, which was written by Ron Gobble, FAIA, who served on the Board for two terms, has been updated and will soon be available through a reprint due to its popularity.

Upcoming monographs to look for in the near future are: Community Planning, Low Slope Roofing II, Crime Prevention, Building Envelope, Post-occupancy Evaluation, Building Codes, Mentoring, Wayfinding, and Building Systems Integration.

Monographs can be ordered by calling NCARB at 202-783-6500, or visit [www.ncarb.org](http://www.ncarb.org).

### What is Expected...*cont.*

It appeared that the architect was at best minimally involved, that the majority of drawing was done by the interior designer, and that the work was not under the direct supervision of the architect. Excuses were given that the architect did not have time to do the work himself. The interior designer testified that he produced the documents himself. There was testimony that other engineers were ultimately involved; however, the architect was not aware of this.

Clearly there was not a design professional in full charge of this process. The architect was just doing what he was told by the interior designer who was relaying requirements of the owner, contractor, and city officials. The architect was not aware of whether or not the project was constructed.

Surely the citizens of Tennessee are entitled to a reasonable level of service from the design professionals so that public interest is served. When the design professional simply does “what he is told” and fails to coordinate the various disciplines, then the public is at risk.

I submit that this does not meet our expectation of any design professional. I would hope all design professionals carefully evaluate their area of expertise and the scope of work required to protect the public interest. Our board is not interested in 1) what the owner may want, 2) lack of adequate fee to do the job right, and 3) inadequate time to provide a reasonable level of professional services designed to protect the public health, safety, and welfare.

This type of performance suggests the need for some level of construction administration and the need for a prime design professional to be involved with construction projects, otherwise, we will continue to see a very fragmented process where the public interest is not served.

Design professionals desiring to avoid similar situations should:

- Review the applicable rules and regulations.
- When filing sealed documents for governmental review, clarify any limited purpose of the documents so they cannot be used for a broader purpose.
- Clearly understand the requirements

of “direct personal supervision” and/or “responsible charge.”

- Provide an adequate level of service to protect the public interest.
- Do not “plan stamp.”
- Work only in your area(s) of competence.
- Be careful with following instructions by others. You should always consider what will protect the public health, safety, and welfare.
- Remember that lack of time or adequate fee is not a legitimate excuse for violating the law or rules.
- Be aware of the role of other design professionals in the project even if hired by others.

Ultimately, the purpose of the registration law is to protect the public health, safety, and welfare—not to “do what the owner wants” or to follow some other party’s request for expediency.

Let’s remember what a professional is and needs to be.

# Barbara's Corner

by **Barbara Bowling**,  
Executive Director  
[bbowling@mail.state.tn.us](mailto:bbowling@mail.state.tn.us)

Over the last several months, the Board has met with a committee of building officials from across the state to discuss mutual interests and concerns. As an outgrowth of these discussions, guidelines for what information should be included in a plans cover sheet were developed for submittal of architectural, engineering, and landscape architectural plans to local building officials and the State Fire Marshal's Office. Various building officials across the state have been expressing concern to the Board that plans being submitted are not complete nor are they easy to interpret. These suggested guidelines, which are included in this newsletter, will help to address what the building official's and the Board's expectations are regarding submittal of plans for review by the building official.

Legislation which has passed the Tennessee General Assembly and has been signed into law that affects the Board's programs include:

- Public Chapter 185-An act to amend Tennessee Code Annotated, Title 7, Chapter 39, Part 3 relative to energy acquisition corporations. The law was amended to enable energy acquisition corporations to provide engineering services, in addition to other services they are currently authorized to provide, to associated municipalities, any entity purchasing gas or electrical energy from the energy acquisition corporation, or any other energy acquisition corporation. Engineering services, however, must be provided in compliance with T.C.A. Title 62, Chapter 2—our registration law.
- Public Chapter 261-An act to amend Tennessee Code Annotated, Section 62-2-207 et. al relative to rosters. Previous law required us to print an annual roster of registrants and firms offering architectural, engineering, and landscape architectural services; the law change makes the annual printing of rosters optional. Due to the change in the law, the Board voted at the July Board Meeting not to print a roster. The roster is available on the Board's website: [www.state.tn.us/commerce/ae.html](http://www.state.tn.us/commerce/ae.html).

Our forms are now available on the Internet. To access the forms, go to the Board's website located at [www.state.tn.us/commerce/ae.html](http://www.state.tn.us/commerce/ae.html) and click on the button labeled "Licensing

Forms". You will be provided a list of forms that are available and can be downloaded in .pdf format. You will need to have the Adobe Acrobat Reader installed on your computer to view and download the forms. If you do not have Adobe Acrobat Reader available on your computer, it can be downloaded at no cost from the following website:

<http://www.adobe.com/products/acrobat/readstep.html>.

Due to popular request, we have included a copy of the summary log of continuing education activities to enable you to better track your professional development hours as you earn them. However, please do not send this form in with your renewal of registration. You only need to submit the log and supporting documentation if you are notified that you have been selected for audit. Please feel free to reproduce this form as needed from this newsletter. It is also available on our web site under "Continuing Education."

We are also looking at providing future copies of our newsletters electronically to those interested in receiving an electronic version of the newsletter in Adobe Acrobat format. If you would like future newsletters e-mailed to you, please send your request to the following e-mail address: [bbowling@mail.state.tn.us](mailto:bbowling@mail.state.tn.us).



## Tennessee Board of Architectural and Engineering Examiners Address Change Form

It's the rule ... if you move, you need to give the Board your new mailing address within 30 days. We would also appreciate knowing when you change employers. This is your personal responsibility and not your employer's. We know you want to receive your license renewal notices, newsletters, and other important communications promptly. If you have a change to report, please complete and return this form to the **Board of Architectural and Engineering Examiners**, 500 James Robertson Parkway, 3<sup>rd</sup> Floor, Nashville, TN 37243-1142. You may also submit address changes by e-mail; send them to Frances Smith at [<fsmith4@mail.state.tn.us>](mailto:fsmith4@mail.state.tn.us).

Please do **NOT** submit a change of address with payment of the professional privilege tax; the Department of Revenue does not forward these to the Board.

Name \_\_\_\_\_ Profession \_\_\_\_\_  
Firm/Employer \_\_\_\_\_ Certificate # \_\_\_\_\_  
Mailing Address (circle: home or work) \_\_\_\_\_  
City, State, and ZIP \_\_\_\_\_  
Phone Numbers (including area code) Home \_\_\_\_\_ Office \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

# Disciplinary Action Taken By The Board

**Ashim Bharadwaj, non-registrant**  
Nashville, Tennessee

**VIOLATION:** Unlawful practice of engineering [T.C.A. §§62-2-101, 62-2-105(b)(1)].

**PENALTY:** \$3,700 civil penalty.

**FINAL ORDER:** Effective January 18, 2001.

**Hugh G. French, Registered Architect**  
#13868, Nashville, Tennessee

**VIOLATION:** Affixed seal to drawings not prepared by him or under his immediate personal supervision [T.C.A. §62-2-306(b), Rule 0120-2-.03(3), Rule 0120-2-.08(5)].

**PENALTY:** \$500 civil penalty; suspension of certificate of registration for thirty days; take and pass law and rules exam.

**FINAL ORDER:** Effective April 26, 2001.

**Richard H. Funk, non-registrant**  
Macon, Georgia

**VIOLATION:** Unlawful practice of engineering [T.C.A. §§62-2-101, 62-2-105(b)(1)].

**PENALTY:** \$1,500 civil penalty; cease and desist practice of engineering in Tennessee until duly registered by Board.

**FINAL ORDER:** Effective April 9, 2001.

**Grady H. Gilbert, Professional Engineer**  
#10698 Dalton, Georgia

**VIOLATION:** Practiced outside areas of competency and affixed seal, signature, and date to design drawings that were incomplete, lacked sufficient detail to enable the reviewing official to determine code compliance, and contained numerous errors and failures to comply with applicable standards of building construction safety [T.C.A. §§62-2-102(b), 62-2-306(b), 62-2-308(a)(1)(b), Rules 0120-2-.02, 0120-2-.03, 0120-2-.08]

**PENALTY:** Revocation of certificate of registration.

**FINAL ORDER:** Effective August 28, 2001.

**Richard E. Molenaar, Registered Architect**  
#5226, Memphis, Tennessee

**VIOLATION:** Affixed seal to drawings not prepared by him or under his immediate personal supervision [T.C.A. §62-2-306(b), Rule 0120-2-.02(1), Rule 0120-2-.07(3), Rule 0120-2-.08(5)].

**PENALTY:** \$1,000 civil penalty; six-month suspension of certificate of registration; take and pass law and rules exam.

**FINAL ORDER:** Effective May 1, 2001.

**William M. Rains, Registered Architect (Expired),**  
Spring Hill, Tennessee

**VIOLATION:** Unlawful practice of architecture on an expired certificate of registration. Affixed seal to drawings not prepared by him or under his immediate personal supervision [T.C.A. §§62-2-101, 62-2-105(a)(1)(D), 62-2-105(b)(1), 62-2-306(b), Rule 0120-2-.02(1), Rule 0120-2-.07(3), Rule 0120-2-.08(5)].

**PENALTY:** \$2,500 civil penalty; expired certificate of registration formally revoked.

**FINAL ORDER:** Effective April 9, 2001.

**Eric Townson, non-registrant**  
Murphy, North Carolina

**VIOLATION:** Unlawful offering of architectural services and unlawful practice of architecture on an expired certificate of registration [T.C.A. §§62-2-101, 62-2-105(a)(1)(D)].

**PENALTY:** \$2,000 civil penalty.

**FINAL ORDER:** Effective January 18, 2001.

**Archie L. Wolfe, Registered Interior Designer**  
#42, Memphis, Tennessee

**VIOLATION:** Unlawful practice of architecture [T.C.A. §§62-2-101, 62-2-105(b)(1), Rule 0120-4-.10(7)].

**PENALTY:** \$3,000 civil penalty; twelve-month suspension of certificate of registration.

**FINAL ORDER:** Effective May 1, 2001.



## Informal Conferences

From November 2000, through July 2001, the Board conducted the following informal conferences:

**ALLEGATION:** A registered engineer used his Tennessee seal and his signature in connection with a property located in the State of Georgia. The registrant may have also practiced outside his area of competence in connection with his home inspection work.

**DECISION:** Letter of caution and a passing score on the Board's open-book law and rules examination.

**ALLEGATION:** A non-registrant was unlawfully making public use of the term "Engineer" in the name of his firm without having met the requirements of T.C.A. §§ 62-2-601 and 602.

**DECISION:** Close upon receipt of written request(s) from the non-registrant to all publications in which his firm may be listed with the term "Engineer" in its name and/or in which his firm's name may appear in any section heading for "Engineers."

**ALLEGATION:** A non-registrant was offering architectural services through his firm by providing the level of detail in "schematic" drawings for a project that is consistent with what is considered to be the practice of architecture.

**DECISION:** The non-registrant was issued a Letter of Understanding of his pledges and statements made to the Board and was asked to confirm in writing his understanding of T.C.A. §62-2-101 et seq. and the activities requiring registration as an architect or engineer in the State of Tennessee.



# News From The State Fire Marshal's Office

By John Byrnes, Director,  
Codes Enforcement Section

## Adoption of New Codes-

The rulemaking process has recently been completed to update the minimum statewide building construction safety standards. The following codes became effective Sunday, August 26, 2001:

- The 1999 edition of the Standard Building Code, published by the Southern Building Code Congress International, Inc. [Division of Fire Prevention Rule 0780-2-2-.01(1)(a)].
- The 2000 edition of the National Fire Codes (NFPA Standards as listed in NFPA 1 Chapter 32) published by the National Fire Protection Association, Inc. [Division of Fire Prevention Rule 0780-2-2-.01(1)(b)]

Our office also reviews design documents and inspects buildings in accordance to the 1991 North Carolina Handicapped Code with the 1996

Revisions or CABO/ANSI A117.1-1992 published by the Council of American Building Officials for state public building accessibility as adopted by the State Architect's Office. Changes to the rules, which affect different occupancies are: assembly aggregate capacity; two story residential with 12 units or more; state agency licensing; and buildings leased by the state.

The following occupancies require State Fire Marshal's Office (SFMO) plans review and approval before construction begins, field inspections of the building, and a certificate of occupancy issued before the building can be occupied [Division of Fire Prevention Rule 0780-2-3-.02 Submission of Plans and 0780-2-3-.10 Certificate of Occupancy]:

- 1) **Statewide Jurisdiction** state-owned or leased buildings; day care occupancies; educational occupancies-grades K-12

- 2) **Outside Exempt Jurisdictions** assembly occupancies having an aggregate capacity of 300 or more; two-story residential occupancies with twelve (12) or more units; three or more story buildings used for residential or business occupancy; correctional facilities; enclosed malls; high hazard industrial occupancies; and initial licensure requirements of other state departments

There are currently 31 jurisdictions in Tennessee that have been granted exempt status by the SFMO that provide codes enforcement of building and fire codes through plans review and building inspection services according to codes adopted by local ordinances within six years of the latest published editions. The exempt jurisdictions are:

- **Cities:** Alcoa; Athens; Bartlett; Brentwood; Bristol; Chattanooga; Clarksville; Collierville; Cookeville; Franklin; Gatlinburg; Goodlettsville; Hendersonville; Jackson; Johnson City; Knoxville; Lebanon; Maryville; Memphis,

*cont. page 8*



*The Board and Staff wish to extend our sympathies to the families and friends of these individuals who have honored their professions:*

## Architects

Carter, Gilbert E., #3379  
Harang, Thomas M., #100854  
Jones, Harvie P., #19338  
Jones, Jake A., Jr., #11120  
Moody, Robert H., #19502

Porter, Clay A., #100236  
Shepherd, Thomas G., #18165  
Wheeler, John C., #1156

## Engineers

Allen, Thomas Phelps, #101926  
Anderson, Howard W., #5249  
Finney, Gary D., #19091  
Gardner, Gerald W., #17789  
Glenn, Edward S., #9356  
Hudson, Richard I., #6156  
Hulen, Glenn D., #5569  
Hulton, James E., #16368  
Jordan, Vernon T., #5567  
Keck, Richard F., #21227  
Knay, Ernest C., #19480  
Ledford, Mark T., #103232  
Maddux, James E., #2459  
Pickney, Michael A., #17391

Prossner, Theodore O., #10572  
Roberts, Stancil B., #15762  
Schwemberger, John G., #4355  
Sellers, Cecil G., #4348  
Smith, Frank W., #2751  
Smith, W. Dillard, #1272  
Stanley, Edward M., #3924  
Stansberry, Frank D., #5288  
Starkey, Tom T., #6061  
Stearns, Lyle Dwight, #102114  
Stephens, Bryan H., Jr., #3278  
Wegescheide, John J., Jr., #12960  
Woody, Billie L., #21268  
Yetter, Peter Steven, #106539

If you have a name that should be recognized in this section, please contact the Board office.



# Information On Examinations



The Board would appreciate your sharing information about these professional examinations with interns in your office.

## Architecture

Future information about the ARE and free practice software are available at the National Council of Architectural Registration Boards' (NCARB's) web site:

[www.ncarb.org](http://www.ncarb.org).

Exam Results (through 9/14/01)

	Total	Pass
Bldg. Planning	39	29
Bldg. Technology	31	22
Constr. Doc. & Services	41	39
Gen. Structures	44	35
Lateral Forces	36	32
Mat. & Meth.	42	42
Mech. & Elec.	40	32
Pre-Design	36	30
Site Planning	46	29

## Engineering

### • Fundamentals of Engineering Examination-

Application Deadlines:

	Seniors*	Non-seniors**
Spring Exam	Feb. 1	Jan. 15
Fall Exam	Sept. 5	Aug. 1

\*Engineering students with senior status in the engineering curriculum.

\*\*Those who have already been awarded an undergraduate degree in engineering.

The FE exam is administered in Chattanooga, Cookeville, Franklin, Knoxville, Martin, and Memphis on:  
October 27, 2001  
April 20, 2002  
October 26, 2002

A new PM module for the FE exam in environmental engineering is being developed. The content survey has been completed, and the examination specifications are being developed. The new module will be offered for the first time in the spring of 2002.

### • Principles and Practice of Engineering Examinations-

The application deadline for the spring 2002

Principles and Practice of Engineering (P&P) exam is December 1, 2001. The fall deadline is July 1, 2002. The exam will be given in Franklin, Knoxville, and Memphis on:

October 26, 2001  
April 19, 2002  
October 25, 2002

To facilitate scheduling of the P&P exams, retake requests and fees should be received by the board office at least thirty (30) days prior to the scheduled date of the exam. The examination fee is currently \$100, and the retake fee is \$175. The Structural II exam fee is \$475.

For information about the exams, study guides, etc., visit the National Council of Examiners for Engineering and Surveying (NCEES) web site: [www.ncees.org](http://www.ncees.org).

NCEES is in the midst of converting to breadth and depth and all objectively-scored PE examinations. This effort will yield examinations that are more defensible and less subjective and will also enable examinations to be scored more quickly. Exams currently scheduled for transition include:

Discipline	First Administration of New Format
Agricultural	October 2001 (no sooner than)
Electrical and Computer Mechanical Metallurgical	April 2002 October 2001 October 2002 (no sooner than)
Mining and Mineral	October 2002 (no sooner than)

Exam Results	(4/01)	(10/00)
	Total Pass	Total Pass
FE	499 354	378 253
P&P	260 121	273 123

## Landscape Architecture

The Landscape Architect Registration Exam

(LARE) will be given at Nashville State Technical Institute on:

December 3-4, 2001  
June 10-12, 2002

The application deadline for the exam is January 15 of each year.

The December 2001 exam fees are as follows:

Section A	\$45
Section B	\$85
Section C	\$185
Section D	\$140
Section E	\$185

Section A will increase to \$50, Section B will increase to \$90, and Section D will increase to \$150 in June 2002.

Exam Results	(12/00)	(6/01)
	Total Pass	Total Pass
Section A	- -	10 7
Section B	- -	7 6
Section C	7 2	13 5
Section D	- -	6 4
Section E	5 1	9 4

Unofficial exam scores are now available at the Council of Landscape Architectural Registration Boards' (CLARB's) web site: [www.clarb.org](http://www.clarb.org).

## Interior Design

The Interior Design Qualification exam will be given on:

October 12-13, 2001  
April 5-6, 2002  
October 4-5, 2002

To request an application for the exam, call the National Council for Interior Design Qualification (NCIDQ) at 202-721-0220. The application deadline for the April 2002 exam is December 1, 2001; the deadline for the October 2002 exam is June 1, 2002. More information is available at NCIDQ's web site: [www.ncidq.org](http://www.ncidq.org).

## DID YOU KNOW?

- The National Council for Interior Design Qualification (NCIDQ) is now offering continuing education monographs, each of which will focus on topics that affect the health, safety and welfare of the public. Their first monograph is entitled "Ethics and the Design Professions," and is worth 6 professional development hours. For more information, contact NCIDQ at 202-721-0220 or visit [www.ncidq.org](http://www.ncidq.org).
- The most common errors on registration renewal forms that create delays in issuing renewals of certificates of registration are: 1) not signing and dating the renewal form and 2) not completing all the sections on the back of the renewal form. While those on inactive or retired status are not required to report continuing education hours to renew their license, all registrants on active, inactive, or retired status are required to fill in the portion regarding disciplinary action and sign and date the form.
- Certificates of registration expire two years following the date of their issuance or renewal and are invalid on that date unless renewed. An individual may renew their license for up to six months following the expiration of their license without having to reapply for registration, however, their license will be subject to a \$10.00 penalty for each month, or fraction of a month, which elapses before payment is tendered in addition to the regular renewal fee. During the six-month grace period, an individual is not allowed to practice their profession or use their title in Tennessee.
- A person is construed to practice (or offer to practice) engineering, architecture, or landscape architecture who, by verbal claim, sign, advertisement, letterhead, card, or in any other way, represents such person to be an architect, engineer, or landscape architect, with or without qualifying adjective, or through the use of some other title implies that the person is an architect, engineer, or landscape architect.
- The Council of Landscape Architectural Registration Boards (CLARB) has initiated and developed an exciting state-of-the-art web-based continuing education venue named the Center for Collaboration and Education in Design—"C2Ed"—which will provide interactive courses for design professionals of any discipline over the Internet. The courses are structured educational activities that present material in a combination of video, audio, and graphic-rich slices. After each segment, a short quiz tests your comprehension of the material presented. For a limited time, C2Ed is offering one free contact hour of continuing education that can be used to meet continuing education requirements for license renewal. To access this on-line continuing education program, go to the following website address:  
[www.c2ed.com](http://www.c2ed.com) or [www.clarb.org](http://www.clarb.org).

## Actions Taken...cont.

**ALLEGATION:** A registered architect signed a Letter of Assurance for the State Fire Marshal's Office in which he certified competence in structural, mechanical, plumbing, and electrical engineering design for a day-care project; registered engineers were later retained to prepare the engineering phases of the plans.

**DECISION:** The Board approved a Letter of Caution in which the architect will be directed to cease and desist performing engineering work in Tennessee.

**ALLEGATION:** The Board questioned a registered engineer concerning his competence in preparation of design drawings for a public works project.

**DECISION:** Closed with no further action.

*cont. page 10*

## FREQUENTLY ASKED QUESTIONS

### QUESTION:

If on-site drainage detention is required for a site plan or plat, is a separate seal required for the hydrological calculations? If so, whose seal is adequate—architect, engineer, landscape architect, or surveyor, or is there a special seal for this particular field?

### ANSWER:

*Drainage design, such as storm water retention/detention, can be a highly complex technical process and should be prepared and sealed by a qualified registrant of this Board competent to provide this design and perform the necessary calculations. Major flood construction that would fall within the jurisdiction of the federal and state regulatory agencies would require an engineer's seal along with major flood studies.*

### QUESTION:

May site plans and preliminary plats be prepared by an architect, engineer, landscape architect, or a surveyor?

### ANSWER:

*Land surveying, measurement and calculation of areas, boundaries, property lines and the plotting thereof should be performed by a surveyor registered by the Land Surveyors Board. Design changes to the topography and drainage should be performed by a qualified registrant of the Architects and Engineers Board. Design of underground utilities and electric power lines should be performed by the engineer. The arrangement of building(s) on the site, finished grading, and finished site details should be performed by a qualified registrant of the Architects and Engineers Board.*

### QUESTION:

What registrant is qualified to prepare site grading and site drainage plans?

### ANSWER:

*A qualified registrant of this Board who is competent in that area of design may provide site grading and site drainage plans.*



## Fire Marshal...*cont.*

Germantown, Lakeland, Arlington, and unincorporated areas of Shelby County; Millington; Murfreesboro; Nashville/Davidson County (Oak Hill, Belle Meade, Forrest Hill, Berry Hill, and Lakeland not included); Oak Ridge; Paris; Pigeon Forge; Sevierville; and White House.

- **Counties:** Knox County (Knoxville and Farragut not included); Madison County (Jackson not included); Montgomery County (Clarksville not included)

### Design Drawing Submittal Requirements

When the State Fire Marshal's Office (SFMO) has jurisdiction of a proposed new building, new addition, renovation, or change of occupancy, sealed design documents must be submitted to our office for review and approval prior to construction. [Division of Fire Prevention Rule 0780-2-3-.02 Submission of Plans]. The local building agency, where applicable, may not issue a building permit before a plans approval is issued by the SFMO [Division of Fire Prevention Rule 0780-2-3-.07 Issuance of Permits].

The following items must be submitted to start the plans review process: 1) two copies of sealed architectural and engineering design documents, 2) one sealed copy of the project specifications, 3) the SFMO Plans Review Submittal Form (PRSF), and 4) appropriate fee. The project is assigned to a plans examiner who reviews the documents for fire, building, and handicapped (when applicable) code compliance. When a plans review is sent to the architect of record, it will identify any code violations that are found that need to be corrected by revised drawings, addendum, or other contractual document. Once the code deficiencies are corrected by the designer, a plans approval letter is issued. The plans examiner signs an approval stamp on both copies of the design drawing cover

sheet. One approved set is sent to the job site through the architect of record for our field inspectors to work from, and the other approved set remains in our office. The job site set has an additional stamp on each drawing so that design changes cannot be inserted without first receiving a plans approval. The architect of record will eventually be required to make and send a CD copy of the approved job site set for our records. The SFMO approved drawing set will be disposed of 30 days after a Certificate of Occupancy is issued. Any necessary approved design changes that occur between the plans approval date and issuance of the Certificate of Occupancy must be copied on a CD and sent to our office.

A Deputy State Fire Marshal (DSFM) field inspector assigned to the geographical area where the project is located will periodically check the construction progress against the approved design documents and record any code deficiencies found. Once all final inspections are performed and any code issues that were found are corrected, a Certificate of Occupancy is issued by the DSFM. At this time, the building owner may legally occupy the building.

When renovations are proposed for a building occupancy, design documents are required when the scope of work meets the definition of construction. Construction is defined as the erection of a new building, an addition to an existing building, a change of occupancy, an alteration that alters the exit arrangement, fire resistive assemblies, or type of construction, or involves the installation of fire suppression or detection systems or fuel-fired equipment.

### School Inspection Program

In response to a legislative mandate, we have begun implementing an overall inspection of the 1,574 existing public and private schools to ensure that the schools meet fire and life safety requirements. The program began January 1, 2001. There are currently nine partnering jurisdictions that will be totally responsible for conducting

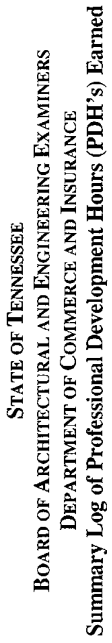
inspections in their jurisdiction—Chattanooga, Clarksville, Jackson, Johnson City, Knoxville, Knox County, Memphis, Murfreesboro, and Nashville/Davidson County—however; these jurisdictions will be using state guidelines to perform the inspections.

A DSFM field inspector meets with school officials at the respective school to be inspected to discuss the program and to explain what he or she will be looking for during the inspection. The field inspector performs a detailed and thorough inspection of the facility. Every room is checked including looking above the ceilings for rated wall penetrations. The fire alarm is tested. Fire drills may be required if the drills have not been performed. The inspector completes a school inspection survey form and will also write a detailed inspection report listing each code violation and classifying the violations as to severity. Class A violations must be corrected immediately, Class B violations must be corrected within 120 days, and Class C violations must be corrected within one year.

An exit interview is conducted with the school representatives following the inspection to explain what code violations have been found. The school representative will have to respond to the code violations by sending the inspector a Plan of Corrective Action (POCA), which is a commitment by the school representatives of how and when the corrections will be made, and is to be submitted within 60 days of receiving the detailed inspection report.

When corrections need to be made that meet the definition of construction according to our rules, the partnering city officials will refer the matter to our office so that the plans review and approval process is activated. Our inspectors will then reinspect the school according to the approved plans.





DATE(S) OF ACTIVITY	Check (✓)* if applicable	DESCRIPTION OF ACTIVITY (Title and instructor)	SPONSORING ORGANIZATION (Name and address)	PDH'S EARNED	PDH'S IN HEALTH, SAFETY AND WELFARE ISSUES & TECHNICAL COMPETENCY
TOTAL					

## CERTIFICATION

IN-1457

# Cover Sheet For Plans Submissions

Project Name:

Project Address:

Project Description: (Scope of Work) :

Fire District:

Project Contact Person: (Registered Architect or Professional Engineer in Responsible Charge)

## Architects/Engineer(s)/Landscape Architects:

List all names and pertinent information for each registrant (architect, engineers, and landscape architect) involved in the project. Include each engineering discipline represented in the project (civil, electrical, mechanical, structural)

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_ (ofc.) \_\_\_\_\_ (fax)

E-Mail Address (if applicable) \_\_\_\_\_

Tennessee License Number: \_\_\_\_\_

Design Codes/Edition ICC \_\_\_\_\_ SBCCI \_\_\_\_\_ NFPA \_\_\_\_\_

Edition of Handicapped Code Used NCHC \_\_\_\_\_ CABO/ANSI \_\_\_\_\_

Type of Construction ICC \_\_\_\_\_ SBCCI \_\_\_\_\_ NFPA \_\_\_\_\_

Occupancy Group(s) ICC \_\_\_\_\_ SBCCI \_\_\_\_\_ NFPA \_\_\_\_\_

Number of Stories (excluding basement unless educational or assembly occupancy)

Height of Building from Average Grade \_\_\_\_\_

Building Area Per Story \_\_\_\_\_ Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Occupant Load Per Floor ICC \_\_\_\_\_ SBCCI \_\_\_\_\_ NFPA \_\_\_\_\_

Required Exit Width Per Floor ICC \_\_\_\_\_ SBCCI \_\_\_\_\_ NFPA \_\_\_\_\_

Number of Parking Spaces Required \_\_\_\_\_ Proposed \_\_\_\_\_ Handicapped \_\_\_\_\_ Van \_\_\_\_\_

Fire Protection hourly ratings for all structural components and separation of hazards components required by the applicable building code.

\_\_\_\_\_ Edition of the SBC \_\_\_\_\_ Edition of the IBC

\_\_\_\_\_ Columns \_\_\_\_\_ Beams \_\_\_\_\_ Walls

\_\_\_\_\_ Floor/Ceiling \_\_\_\_\_ Roof/Ceiling \_\_\_\_\_ Roof Coverings

\_\_\_\_\_ Corridors \_\_\_\_\_ Shaft Enclosures \_\_\_\_\_ Stair Enclosures

\_\_\_\_\_ Tenant Separations \_\_\_\_\_ Occupancy Separations

Sprinkler SystemType \_\_\_\_\_ Standpipe System \_\_\_\_\_

Fire/Smoke Alarm System: \_\_\_\_\_

Abbreviations Used and Meaning: \_\_\_\_\_

# Cover Sheet For Plans Submissions

## Water Supply Data (From nearest hydrant to site)

Provide the following flow test data on the plans for hydrant(s) used to meet the 500 feet or less hose lay requirement in accordance with the local authority having jurisdiction. [State Fire Marshal's Office Policy based on NFPA 24 4.2.1]. Show flow test data next to the hydrant tested. Flow test must have been conducted within the last six months from start of design process.

- a. Static pressure \_\_\_\_\_ psi  
Residual pressure \_\_\_\_\_ psi (20 psi minimum)  
Flow \_\_\_\_\_ gpm (500 gpm minimum)  
Tennessee Department of Environment and Conservation Rules and Regulations 1200-5-1-.17, paragraph 18.
- b. Party responsible for taking test (name and address) \_\_\_\_\_
- c. Date test taken: \_\_\_\_\_ Time test taken: \_\_\_\_\_ am/pm
- d. Elevation of test hydrant: \_\_\_\_\_

## General Notes:

- Identify use of rooms and spaces.
- Show area increase calculations per SBC 503.3 and SBC 503.4 or ICC.
- Show wall ratings on structural, mechanical, plumbing, electrical, and fire protection drawings.
- Provide design live load values on plans for wind, snow, roof, floor, stairs, guard and hand railings, seismic per SBC 1607.1.2, etc. [SBC Chapter 16] or ICC.
- Identify any exceptions/appeals/equivalencies and authority granting approval.

**NOTE:** This plans cover sheet was developed during discussions with the State Fire Marshal's Office and local Codes Enforcement Officials and should be used as a guideline when submitting plans to the designated reviewing authority.

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## Actions Taken...cont.

**ALLEGATION:** A registered architect signed a Letter of Assurance for the State Fire Marshal's Office in which he certified his competence in structural, mechanical, plumbing, and electrical design for an apartment project.

**DECISION:** A Letter of Caution with directives that the architect cease and desist from providing engineering services in the State of Tennessee and that he provide the Board with engineering drawings for two projects currently designed and constructed in Tennessee, which may be co-stamped by engineers who drew some of the designs but did not stamp them.

**ALLEGATION:** A non-registrant met with the Board to discuss his work as an environmental consultant and the extent to which it may overlap with the practice of engineering.

**DECISION:** Closed with no further action.

**ALLEGATION:** A registered engineer prepared design drawings outside his areas of competence for two projects.

**DECISION:** The Board authorized a formal hearing

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